

REGULATION

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| Issued By: Compensation | Rule Reference: Rule: 5-4 (Additional Compensation: Overtime, etc.) | | Replaces: Reg. 5.03 (CS-6940, March 18, 2001) |
| Authority: Regulations are issued by the State Personnel Director under authority granted in the Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations are subordinate to the Commission Rules. | | | |
| Subject: SHIFT DIFFERENTIAL | | | |

TABLE OF CONTENTS

| | |
|--|---|
| 1. PURPOSE..... | 1 |
| 2. CIVIL SERVICE COMMISSION RULE REFERENCE | 1 |
| 3. STANDARDS..... | 2 |

1. PURPOSE

This regulation establishes the standards for the payment of a shift differential premium for eligible nonexclusively represented employees.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Note: This Section 2 reprints only selected Commission Rules for quick reference by the reader. Additional Rules (that are not reprinted below) may apply. The complete, current version of the Rules can be found at www.michigan.gov/mdcs.

Rule 5-4 Additional Compensation: Overtime, etc.

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5-4.5 Shift Differential

(a) ***Eligibility.*** The compensation schedules must identify each classification that is eligible for shift differential premium. The shift differential premium is payable to an eligible employee for each shift in which more than 50 percent of the employee's regularly scheduled shift falls between 4:00 p.m. and 5:00 a.m.

(b) ***Rate.*** The shift differential premium is 5 percent of an employee's regular rate.

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3. **STANDARDS**

- A. Employees in certain classification levels are eligible for a shift premium of 5 percent above straight-time rates, rounded to the nearest cent:
 - 1. **Nonexclusively Represented Employees.** Eligible classification levels, as determined by the State Personnel Director, are identified by shift eligibility code of "Y" in Section A of the Compensation Plan.
 - 2. **Exclusively Represented Employees.** Refer to the applicable collective bargaining agreement.
- B. Shift differential premium is paid to eligible employees for each shift when 50 percent or more of their regularly scheduled shift falls between the hours of 4:00 p.m. and 5:00 a.m.
- C. Shift differential premium is included as part of the regular rate for computation of the premium for overtime hours worked by eligible employees working regularly scheduled afternoon and night shifts (See regulation 5.02 [Premium Payment of Overtime, On-Call Compensation, and Callback Compensation]).
- D. Shift differential premium is not paid for holiday time off or leave time used.
- E. The value of shift differential premium is not included in determining the value of fringe benefits which are based on pay rate; all fringe benefits are based on the straight time pay rates.
- F. An employee reassigned from a day shift to an afternoon or a night shift is paid shift differential premium as in the case of regularly assigned afternoon and night shifts.
- G. When an employee takes the place of an absent worker and either of the employees is eligible for shift differential premium, the employee must be paid shift differential premium in addition to any eligible overtime.

CONTACT

Questions regarding this regulation should be directed to Compensation, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-335-7862, 517-373-7618 or 1-800-788-1766; or by e-mail to MDCS-Compensation@michigan.gov.